



DEAR VENDORS AND SPONSORS,

It is once again time for the annual Caldwell Street Fair! Each year, this event continues to grow into a successful and beloved tradition, and we are so grateful for your participation. The role of our team of coordinators, is to ensure that all vendors, sponsors, and attendees remain safe throughout the day. To help us accomplish this, we kindly ask that you review and follow the guidelines below:

1. Vendor Set-Up: Set-up will take place between 8:00 AM and 10:45 AM. All vehicles must be off Bloomfield Avenue by 10:45 AM sharp so that safety checks can be completed. No vehicles will be permitted on the Avenue after 10:45 AM under any circumstances.
2. Entering the Fair: Please enter at the intersection of Roseland Avenue and Bloomfield Avenue. Bloomfield Avenue will be closed at Lane Avenue, with a detour directing you from Lane to Westville due to the amusement rides, which will be set up that morning.

3. Check-In: Upon arrival at Bloomfield Avenue and Roseland Avenue, your vehicle will be marked with your vendor spot to permit access onto the Avenue.
4. Unloading and Parking: Once you arrive at your assigned area, please promptly unload all necessary items from your vehicle, then move your vehicle to the designated vendor or municipal parking areas. Once parked, you may return to your booth to begin setting up. This process is essential, as parking is limited and patrons begin arriving early to claim spaces. Each space is 10 x 15'. You must stay within your marked space in order to comply with safety regulations that are set forth from our safety committee.
5. Driving in the Fair Area: Please drive no more than 5 MPH within the fair area. Once you reach your spot, pull your vehicle completely to the curb to unload. Do not park in the center of the roadway. The center lane must remain clear for emergency vehicle access and for other vendors passing through.
6. Vendor Parking: Parking will be available in surrounding municipal lots and side streets. Your section captain will direct you to appropriate parking after unloading your vehicle.
7. End of Event Procedures: At the conclusion of the fair, please keep vehicles as far to the curb as possible to maintain access for emergency personnel and clean-up crews. Booth clean-up must take place between 5:00 PM and 6:00 PM. Vehicles will not be permitted onto Bloomfield Avenue until 5:00 PM, and all booths must be fully cleaned and cleared by 6:00 PM.

I would also like to take this opportunity to express my deepest gratitude to all of our vendors and sponsors. The Caldwell Street Fair would not be possible without your commitment, energy, and support. I have been working diligently throughout the year to ensure that this year's fair on Sunday, October 5th will be our best one to date.

This role is a volunteer position that I take immense pride in, and it is truly an honor to help give back to the community by bringing people together for this wonderful event. Seeing the Avenue come alive with your businesses, creativity, and spirit is what makes this fair so special.

On behalf of myself and the entire community, I extend a heartfelt thank you to each of you for making this day possible. Your contributions bring energy and vibrancy to Caldwell, and together we will make this year's fair an unforgettable celebration.

With gratitude and excitement,

Erin Gloor

Caldwell Street Fair Chairwoman